

18 February 1955

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CAREER SERVICE STAFF Notice No. 9

SUBJECT: Individual Career Development Plans

1. In the planning for the career development of its personnel, it is the policy of this Staff that the interests of the individual concerned be considered as well as the interests and needs of the Office of Personnel and of CIA as a whole.

2. Individual Career Development Plans will be implemented by this Staff with full consideration for the individual's performance, his continuing growth potential, the overall plans and policies of the Office of Personnel and the budgetary, T/O and work load limitations of the Staff and of the Office.

3. Each Individual Career Development Plan will cover the next five year period and will be divided into two sections. The first section will cover in detail plans for the next year or two. The second section will cover in general plans for the remainder of the five year period. To each plan will be attached a detailed Personnel Data Sheet (Form 289). Each section of the Individual Career Development Plan will consist of a narrative description, by the individual concerned, of his career interests and plans together with his proposals for training, rotation, detail or reassignment. The Training Officer of the Staff, after consultations with the individual concerned, will recommend modification, alternatives or approval of the plan together with a proposed time schedule and a feasibility analysis. When approved by the Chief, Career Service Staff, and after consultation with the individual concerned, each Individual Career Development Plan will be forwarded for the consideration of the Personnel Career Service Board. Each plan will be revised annually.

4. Each person assigned to the Career Service Staff will initially prepare his own career development plan prior to 31 March 1955. Mr. [REDACTED] Deputy Chief, Career Service Staff (who also serves as Training Officer of the Staff) will be responsible for this program with CSS.

[REDACTED]
Chief, Career Service Staff

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